



Jet Propulsion Laboratory  
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November 23, 2004

Attention: All Proposers

Subject: Request for Proposal No. JA-2652-593630 for Just-In-Time (JIT) Acquisition of Software and Accessories

The California Institute of Technology's (Caltech's) Jet Propulsion Laboratory (JPL) cordially invites your organization to submit a written proposal in conformance with the instructions contained in the Request for Proposal (RFP) for the acquisition of software and accessories, in accordance with a Just-In-Time (JIT) acquisition system. The electronic RFP has been posted and is now available at this website <http://acquisition.jpl.nasa.gov/rfp/JA-2652-593930>. A hard copy or paper copy will not be sent.

JPL intends to issue a single Subcontract for the acquisition of Software and Accessories from various manufacturers listed in the Specimen Contract, Exhibit I. JPL estimates its current dollar expenditure for Software and Accessories purchases to be \$2,500,000.00 annually. These figures should be used for planning purposes only and are not to be considered a commitment by JPL.

**Please note that all proposals are due no later than January 10, 2005 at 3:00 P.M. Pacific Standard Time.** Your proposal must be valid for a period of 150 days after the RFP closing date.

By December 06, 2004, please complete the Letter of Intent to Respond to Request for Proposal, located at the website, indicating whether you do or do not intend to submit a proposal for this effort, and submit it via facsimile or email to the undersigned. Should the choice be not to propose, please indicate briefly the reason(s) underlying your decision.

Your participation in this solicitation is greatly appreciated. If you have any questions, please send them via facsimile (818) 393-3490 or email: [Jeffery.Anglin@jpl.nasa.gov](mailto:Jeffery.Anglin@jpl.nasa.gov). All responses by JPL will be in writing and provided to all proposers at this website <http://acquisition.jpl.nasa.gov/rfp/JA-2652-593630>.

**PLEASE NOTE: THE PROPOSER SHALL PROVIDE, UNDER A SEPARATE SECTION WITHIN ITS PROPOSAL, A DISCUSSION DEMONSTRATING THAT THE PROPOSER MEETS THE MANDATORY QUALIFICATION CRITERIA SET FORTH IN THE RFP.**

Sincerely,

Jeffery Anglin,  
JIT Software Subcontracts Manager